



CITY OF NEWPORT, OREGON

OFFICE ASSISTANT – PUBLIC WORKS OPERATIONS

The City of Newport, Oregon is accepting applications for a full-time, experienced, dedicated, and professional individual for the position of Office Assistant for our Public Works Operations division. This position will perform administrative and confidential reception and support duties for the Public Works Operations Superintendent, including ordering supplies, tracking budgets, maintaining calendars, mailing, typing, copying, preparing charts and tables, and filing.

This is a full-time, non-exempt position with a salary range: \$2,902-\$3,821 per month, plus excellent benefits. Placement in the salary range will be based on the knowledge, skills, experience, training, and education of the person hired.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school diploma or equivalency with coursework in general business or computers AND two years related experience.

KNOWLEDGE: Knowledge of general office procedures, public relations, customer service, computers, word processing, spreadsheets, and the internet. Business letter writing and the standard format for typed materials. Methods and techniques of proper phone etiquette. Methods and techniques for record keeping and filing. Customer service and public relations methods and techniques. English usage, spelling, grammar and punctuation.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment. Strong customer service, organization, time management. Strong attention to detail. Customer Service orientation and skills. Exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to communicate effectively, both orally and in writing, with individuals and groups. Ability to be self-directed with daily work; Ability to honor the confidentiality required of the position and exercise discretion and judgment. Physical ability to perform the essential job functions. Ability to work effectively in a work environment with numerous interruptions and conflicting demands on one's time.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and occasionally lift or move materials up to twenty-five pounds. Manual dexterity and coordination are required about 60% of the work period while operating equipment such as computers, keyboards, telephones, and standard office equipment.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to jobs@newportoregon.gov. **The position will be open until 5:00pm March 3, 2017.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a complete background check, reference checking, and in the case of safety sensitive positions, pre-employment drug and alcohol testing.